



FAST TRACK FIRE SPRINKLER PERMITS INFORMATION BULLETIN NO. 116

March 10, 1995 (Revised October 1, 2012)

City Planning and Development-Development Services (CPD-DS)

City of Kansas City, Missouri www.kcmo.gov/planning

Because of the unique situation fire sprinkler contractors often find themselves in concerning the need to start work before design drawings are even finalized, City Planning and Development-Development Services (CPD-DS) has developed, as a customer service initiative, a program to assist sprinkler contractors in obtaining a fast-track fire sprinkler permit. This permit will allow the contractors to legally start work, without delay, while still providing for the necessary code review of the completed design drawings by CPD-DS at a later date.

The process starts when a sprinkler contractor contacts the CPD-DS Permits Division, Plans Management Branch, either in person or by fax and requests a fast-track sprinkler permit. The applicant provides a completed Fast-Track Fire Sprinkler Permit Application (attached) signed by both the fire sprinkler contractor and the general contractor and pays a nonrefundable [permit fee](#) but will not submit plans until they are complete. After processing the application, the applicant will receive a fast-track fire sprinkler permit.

When design drawings are eventually completed, the applicant will submit them for review in the conventional manner or by [Scheduled Express Review](#). Upon review and approval, the applicant pays the conventional permit fee based on the valuation of work. The fast-track fire sprinkler permit fee will not be credited toward the full permit fee. By allowing fire sprinkler contractors the time necessary to complete their plans, the submittal of incomplete and/or partial plans will be unnecessary. If separate permits are anticipated for various segments of the job, then separate Fast-Track Fire Sprinkler Permit Applications will be required.

Note: In new buildings or building additions, this procedure is available only after the building permit has been issued and the occupancy group, construction type and type of fire protection system has been approved as proposed by the owner's design professional.

Please reference [Information Bulletin No. 125](#), Checklist for Fire Sprinkler Permit Plans Submittal, to ensure that the application is complete. We hope this process will assist our customers with their construction scheduling.

If you have any questions about this program or about the procedures to follow, please contact either the Division Manager of Permits or the Plans Management Supervisor, at 513-1500 .

TO: CPD-DS Plans Review Permit Center
414 E. 12th Street, 5th Floor
Kansas City, Missouri 64106

TELEPHONE #: (816) 513-1500
FAX #: (816) 513-1484

FAST-TRACK FIRE SPRINKLER PERMIT APPLICATION

APPLICANT: Please complete all of the following information. Please print.

Project Address: _____ Suite: _____

Project Name: _____

Scope of Work: _____

STATEMENT OF UNDERSTANDING

The undersigned requests that a fast-track fire sprinkler permit be issued to allow the work to proceed prior to the approval of the design documents. It is understood that all work performed prior to the approval of the plans and issuance of the full permit is done completely at the permit holder's own risk. Any work that is found to not comply with the approved plans shall be corrected. The undersigned acknowledges the following conditions:

- No work will be inspected without the approved plans on the job site
- No work may be concealed (including behind lay-in ceiling tiles) without inspection approval.
- No Certificate of Occupancy will be issued without inspection approval.

The permit holder shall notify the general contractor of these conditions. Furthermore, the applicant agrees to proceed with the development and obtain approval of the design documents as soon as possible. All review issues shall be resolved, and the full permit shall be obtained without delay.

SPRINKLER CONTRACTOR:

Applicant's Name: _____ Co. Name: _____

Applicant's Position: _____ Co. Address: _____

Applicant's Signature: _____ Date: _____

Telephone #: _____ Fax #: _____

GENERAL CONTRACTOR:

Co. Name: _____

General Contractor Signature: _____ Date: _____

For Department Use Only:

CONTROL NUMBER: _____ FAST-TRACK FEE PAID: _____

FAST-TRACK FIRE SPRINKLER PERMIT NUMBER: _____ PERMIT DATE: _____

(Revised 10/1/12)